Management and Oversight of Acquisition of Services Process (MOASP) and Quality Assessment Management Program

National Contract Management Association

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WR-ALC MOASP

- **Effective 7 June 04**
- **Set Designated Official (DO) authority at two letter requiring activity at ≥ $5 million to $100 million, including the 78th**
  - **Delegable to three letter -- ≥ $5 million to $10 million**
  - **WR ALC/IT -- ≥ $5 million to 32 million**
- **DO responsibilities include:**
  - **Pre/post award review and annually thereafter**
  - **Ensure "finalized metrics and performance based requirements are included"**
  - **Report any significant cost/schedule variations**
  - **MOASP annual report**
    - **AFI 63-124 recommended subjects:**
      - Effectiveness of the performance assessment/Multi Functional Teams (MFTs), performance objectives, contract cost changes, acquisition planning, strategic sourcing

Why the new process?

- **Services account for over 50% of AF acquisition dollars**
- **FY02 National Defense Authorization Act, Section 801 required DoD to:**
  - **Develop management structure**
  - **Designate official for management of services acquisitions**
  - **Collect and analyze service contract data**
- **MOASP is document outlining the process Air Force will use to implement Section 801**
- **The Designated Official (DO) will help insure services acquisitions are planned, implemented and managed in the best interest of the Air Force**

What MOASP means to me--

- **All service acquisitions $5M and over including services in other portfolios, CLS, R&D efforts, FFRDCs, and A&AS**
- **No Grandfathering – when awarding contract or task order options**
  - **Designated Official determines to continue non-PBSA or revise contract to make it performance based**
  - **Prior to exercise of option or extension of the period of performance**
- **DO > SAT to <$5M will be determined by local procedures**
- **Team should request delegation to 3-letter on acquisitions <$5M if not already accomplished**

What's Next

- **AE is convening a working group to address:**
  - **Issuing guidance to Product Directorate's**
  - **Scope of training efforts**
  - **Impact to the PR process**
  - **Performance based impacts**
    - **AFI 63-124**
    - **AFI 63-125 (Draft)**

How do I determine who my DO is?

- **Varies from acquisition to acquisition**
- **Consider the following:**
  - **Total dollar value of acquisition**
  - **Whether acquisition is Other Contracting or PEO program**
  - **Review of Summary of DO Approval Thresholds, Atch 3, WR-ALC/CC MOASP Memo**

How does MOASP change the acquisition process?

Acquisition >$100M

- **Only change in current process is identification of AFPEO/CM as DO**
- **A Quality Assurance Surveillance Plan (QASP) now called a Performance Plan and Service Delivery Summary (SDS) currently required**
- **Initial and annual post-award reviews in person or in writing via email and annual reporting via DD350**
- **Post-award reviews and reporting procedures are determined by AFPEO/CM**

Acquisition >$10M to $100M

- DO approval authority for Other Contracting
  - Two letter requiring activity, including 78th
  - WR-ALC/IT approves all IT requirements ≥ $5M to $32M
- DO approval for PEO acquisition
  - PEO MOASP
  - USAF MOASP, or
  - PEO delegation letter to WR-ALC/CC
- Vehicle for DO review and approval is AP (formal or alternate) or ASP charts prior to issuance of solicitation

Acquisition >$10M to $100M

- Continue use of Performance Plan and SDS
- Until center-wide process is developed, DO determines
  - Format for review of management controls prior to award
  - Format for initial and annual post-award reviews
- Annual reporting via DD350 data (No action required locally)

- **DO approval authority**
  - **Same as previous scenario OR**
  - **Individual teams process re-delegation to three letter**
- **Use alternate AP for DO review and approval prior to issuance of solicitation**
- **Continue use of Performance Plan and SDS**
- **DO determines format for review of management controls prior to award and initial and annual post-award reviews**
- **Annual reporting via DD350**

Acquisition ≥$5M to $10M

Acquisition <$5M

- **No DO approval required**
- **Use existing processes to manage service acquisitions >SAT to <$5M**
  - **MIPR and Economy Act D&F approval procedures (include DO coordination on Economy Act D&F prior to approval by PK)**
  - **A&AS approval process**
  - **Procedures for performance-based services acquisitions contained in AFI 63-124**
    - **Continue use of QASP/Performance Plan and SDS**
    - **Annual reporting required**
    - **Acquisition managed by multi-functional team**

Frequently Asked Questions

- **Does MOASP apply to existing contracts?**
  - **Yes. AFMC MOASP is effective immediately and applies to issuance of all new task orders and contracts.**
- **What if existing contract is not performance-based?**
  - **The DO must make the decision whether it is in best interest of the Air Force to continue issuing non-PBSA task orders or to revise the basic contract to make it performance based. HQ AFMC/PK guidance requires DO review and approval at time of exercise of option or extension of period of performance.**

Frequently Asked Questions

- **Who is responsible to ensure implementation of MOASP requirements?**
  - **IAW Paragraph 6.a and 6.b of USAF MOASP, it is the program manager or contracting officer.**
- **Can higher levels of management request review of my acquisition/contract?**
  - **Yes. Review can be requested by Center Commander, HQ AFMC/PK or XR, AFPEO/CM, AFAE, or USD (AT&L).**

Frequently Asked Questions

- **What determines the dollar value used to identify DO approval threshold when using a task order/delivery order contract? Is it the task order or the basic contract?**
  - **HQ AFMC/PK guidance will use the total dollar value of the basic contract, not the individual task order since the DO approves the structure of the basic contract and approval of TOs issued hereunder. If basic contract is performance-based and TO is not performance-based, additional DO approval is needed. Annual review for the TO/DO is at the time of annual review of the basic contract since it guides all TOs/DOs issued under the contract. The local Working Group will address this area further.**

Frequently Asked Questions

- **Isn't there a conflict between AFMC MOASP and DFARS 237.170-3? DFARS requires approval at or below $50M by an official designated by the agency and >$50M by the senior procurement executive.**
  - **Yes. The USAF MOASP, as supplemented by AFMC MOASP, establishes the DO and thresholds different from the DFARS. HQ AFMC/PK and SAF/AQC are working to correct this language and advises use of the DO designation and $100M threshold in AFMC MOASP.**
- **Will all MOASPs look alike?**
  - **No. Each MAJCOM and PEO develops their own MOASP. There is flexibility in delegation of DO approval authority.**

Frequently Asked Questions

- **When work is MIPR'd outside DoD, who requests DO approval?**
  - **It is the responsibility of DoD officials at the appropriate level, not the outside agency, to insure that DO approval is obtained. The WR-ALC Guide for Processing MIPRs will be revised to address this requirement. In the interim, recommend use of the MIPR Checklist and Economy Act D&F to obtain DO approval.**
- **Where can I find guidance on MOASP, AFI 63-124, Performance Plans, SDS, etc.?**
  - **It can be found on the PKPB Services Contracts webpage: http://pkec.robins.af.mil/PR/PKPB/SrvcKs.htm**

Quality Assessment Management Program

DRIVERS

NDAA FY02

- FY02 National Defense Authorization Act (NDAA)

- Management and Oversight Acquisition Service Process

Designated Official

MOASP

➢**5M --metrics, Pre/Post/annual approvals, reviews, reports**

AFI 63-124, IC 2004-01

➢**$100,000--metrics**

AFI 63-124 FINAL

- **Performance Management**
- **Eliminated QA**

AFI 63-125 First Draft

Performance Management Assessment Program

AFI 63-124

- **Reporting required at SAT level ($100,000)**
- **Multifunctional Team (CRT, IPT, BRAG)**
  - **QAPC a required member**
  - **MFT must occur on EVERY acquisition**
  - **Mandates Performance *Management***
    - **Performance plan versus QASP**
    - **Performance Plan – life of the acquisition**
  - **Includes contracts assigned to DCMA**
  - **Includes two sections– more detailed than QASP**
    - **Performance Management**
    - **Performance Assessment**

AFI 63-124, Final

- **Wing Commanders, Group Commanders, AFMC center-level Commanders are responsible for:**
  - **Implementation of and overall performance of a Performance Assessment Management Program**
  - **Assignment of a full-time QAPC**
  - **Determining the appropriate structure and resource allocation for QA requirements**
  - **Provide oversight of MFTs**
- **Center-Level Commanders and Systems Program Directors**
  - **Report annually on the “health” of the service acquisition program – MOASP report**

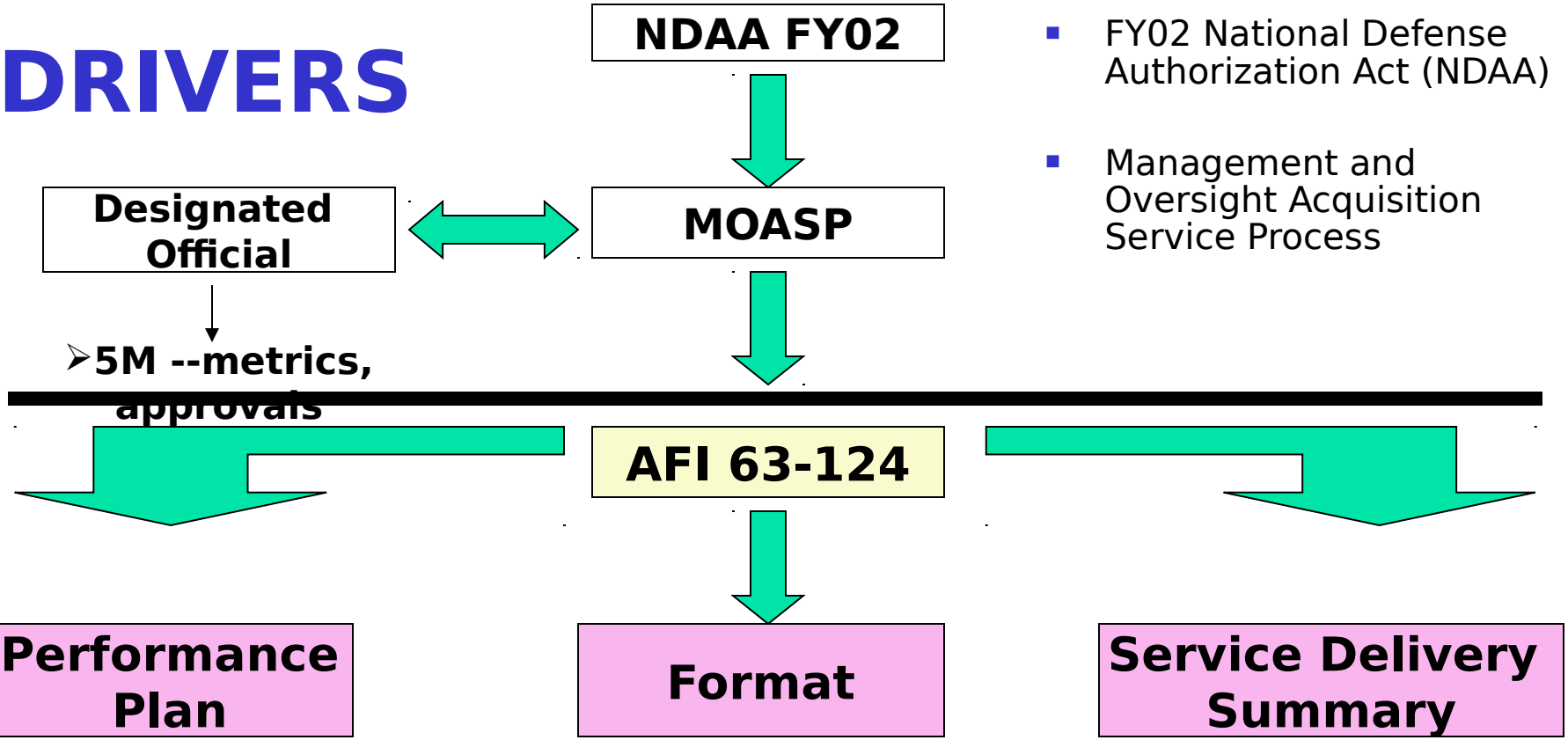
AFI 63-125, Quality Assurance Program for Service Acquisitions– First Draft

- **Mandates a PROGRAM for quality assurance**
- **Places more responsibility on Functional Commander (FC)**
- **Reduce CO responsibilities**
- **Increase QAPC responsibilities**
  - **Develops, maintains, and implements the Quality Assurance Program**
  - **Lead authority on SDS, Performance Plan**
  - **Conducts, validates, and documents training requirements**
  - **Process, maintains, updates QA appointment /delegation memos**
  - **Provides FC orientation briefings**

Relationship

AFI 63-124/125	MOASP
Management and Oversight	**Management and Oversight**
Assessment of Performance, track metrics	**DO– Assessment of contractor performance, metrics**
MFT to report significant contract changes	**DO – Report significant deviations**
Acquisition strategy upfront by MFT	**DO—Approves Acquisition strategy or alternate plan**
MFT Develops and Maintains Performance Plan	**DO– Pre-award approval, post award review, 6 months, annually**

DRIVERS



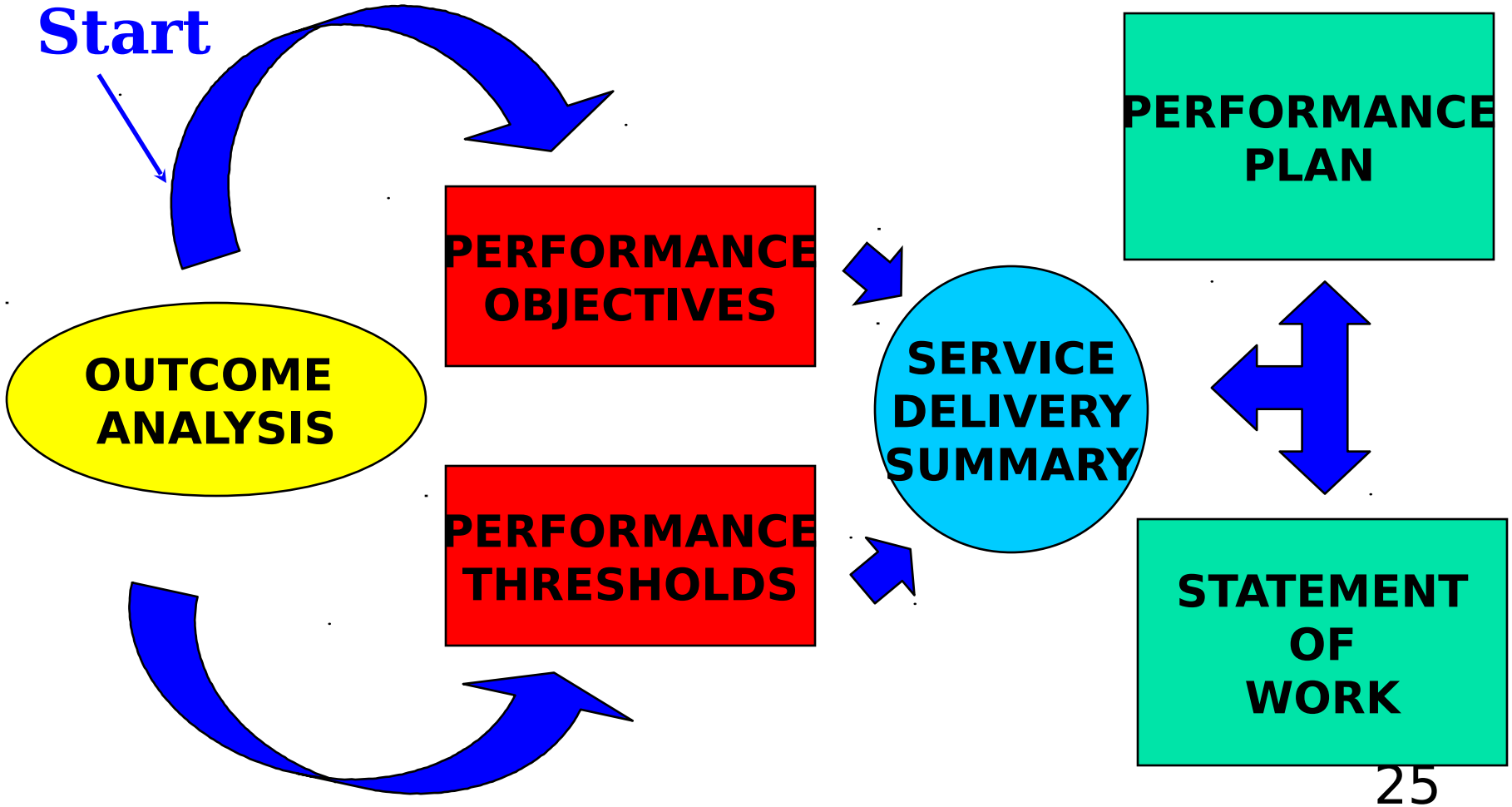
- FY02 National Defense Authorization Act (NDAA)
- Management and Oversight Acquisition Service Process

- Management Section
- Assessment Section

- Description of Services
- Service Delivery Summary
- Govt Furnished Property/ Services
- General Information
- One or more Appendices

- Performance Objectives
- Performance Thresholds

Performance Based Process



Statement of Work

- **5-Part Format**
- **Must comply to the commercial marketplace to the maximum extent practicable**
- **Don’t repeat information that the contractor already knows**
- **Must cite reference instructions by paragraph or chapter rather than entire publication**
- **Incentives (financial or other) to encourage contractors to develop and institute innovative and cost effective methods of work performance**
- **Include historic and projected workload data (surge)**
- **Identify mission essential services IAW DODI 3020.7, Continuation of Essential DoD Contractor Services During Crisis**

Service Delivery Summary

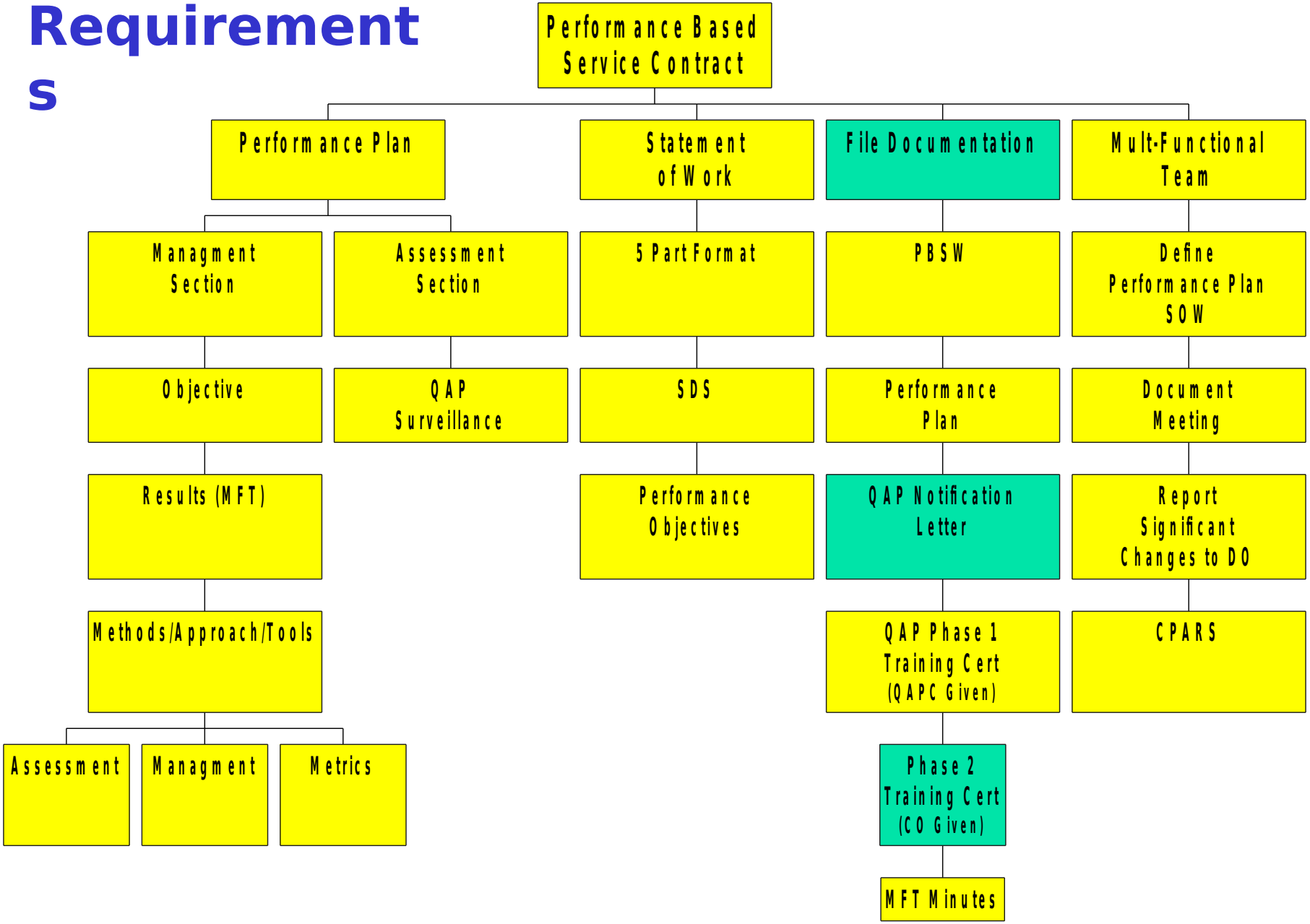
- **Performance Objectives**
  - **Most CRITCIAL outcomes**
  - **High level order**
- **Performance Thresholds**
  - **Must be measurable, attainable, achievable, controllable**
  - **Collection of metrics**
  - **Consider effort, time and resources available for surveillance**
  - **Use commercial or industry-wide standards when appropriate**

Performance Plan (AFI 63-124, 1.1.4)

- Replaces a Quality Assurance Surveillance Plan
  - Still use one but must add management criteria
- SO…Replaces the Quality Assurance Surveillance Plan
- “Management” criteria
  - State objective of services provided
  - Results the MFT is striving to achieve
  - Identifies roles and responsibilities of MFT members
    - QAPC is a required member
  - Approach, methods and tools the MFT will use to manage
  - Approach, methods and tools the MFT will use to assess the contractor’s performance
  - Define metrics
- Must mirror the SOW

Bottom Line – AFI Contract Compliance

AFI 63-124 Requirements



Current Initiatives

- MOASP Working Group
- PBSA Training
  - Education and Training sponsored class – July/Aug 2004
  - AFMC road show – August 2004
- Policy
  - Acquisition Guide
- AE, LG Policy, PK Policy
  - Met on 8 Jun 04 to discuss common problems
  - Foster cooperation
  - Develop “PR” package to hand out at kickoff meeting
  - Meet on a regular basis or when changes occur